



Nurse Aide  
**Application for Re-Approval of Training Program**

All Nurse Aide (NA) Training Programs in South Dakota must be approved by the South Dakota Board of Nursing pursuant to ARSD 44:04:18:15. Approval status is granted for a two-year period. Written approval or denial of approval will be issued within 90 days after receipt of the application. Send completed application and supporting documentation to:

South Dakota Board of Nursing  
722 Main Street, Suite 3  
Spearfish, SD 57783

Name of Institution: Golden Living Centers of Clark, Lake Norden, Milbank and Watertown  
Address: 415 4th Ave NE, Watertown, SD 57201  
See attached for additional information  
Phone Number: (605) 884-8431 Fax Number: (605) 753-7801  
E-mail Address of Faculty: Carol.Olson@goldenliving.com

**Select option(s) for Re-Approval:**

- ☒ Request re-approval *without* changes to program coordinator, primary instructor, supplemental personnel or curriculum
1. List personnel and licensure information
  2. Complete evaluation of the curriculum
- ☐ Request re-approval with faculty changes and/or curriculum changes
1. List personnel and licensure information, attach curriculum vitas, resumes, or work history for new personnel
  2. Complete evaluation of the curriculum
  3. Submit documentation to support requested curriculum changes

**1. List Personnel and Licensure Information:**

**Program Coordinator** must be a registered nurse with 2 years nursing experience, at least one of which is in the provision of long-term care services. The Director of Nursing (DON) may serve simultaneously as the program coordinator but may not perform training while serving as DON. (ARSD 44:04:18:10)

Name of Program Coordinator	RN LICENSE			Verification (Completed by SDBON)
	State	Number	Expiration Date	
Carol Olson RN	SD	R026463	12/10/2012	[Signature]

- ☐ If requesting new Program Coordinator, attach curriculum vita, resume, or work history

**Primary Instructor** must be a licensed nurse (RN or LPN) with 2 years nursing experience, at least one of which is in the provision of long-term care services. The primary instructor is the actual teacher of course material. (ARSD 44:04:18:11)

Name of Primary Instructor	RN OR LPN LICENSE			Verification (Completed by SDBON)
	State	Number	Expiration Date	
Carol Olson RN	SD	R026463	12/10/2012	[Signature]

- ☐ If requesting new Primary Instructor, attach curriculum vita, resume, or work history, and attach documentation supporting previous experience in teaching adults within the past five years or documentation of completing a course in the instruction of adults.

**Supplemental Personnel** may assist with instruction, they must have one year of experience in their respective field of practice, i.e. additional licensed nurses, social worker, physical therapist. (ARSD 44:04:18:12) *If requesting new Supplemental Personnel*, attach curriculum vita, resume, or work history.





Supplemental Personnel & Credentials	LICENSURE/REGISTRATION			
	State	Number	Expiration Date	Verification (Completed by SDBON)
See attached				

2. **Complete Evaluation of the Curriculum:** Indicate compliance relative to each standard during the previous two years. Explain any "no" responses on a separate sheet of paper. (Pursuant to ARSD 44:04:18 07, the Department of Health may conduct an unannounced on-site visit to determine compliance with requirements.)

Standard	Yes	No
• Program was no less than 75 hours.	✓	
• Provided minimum 16 hours of instruction prior to students having direct patient contact.	✓	
• Provided minimum 16 hours of supervised practical instruction; instructor ratio did not exceed 8 students for one instructor.	✓	
• Provided instruction on each content area (see ARSD 44:04:18:15):	✓	
• Basic nursing skills	✓	
• Personal care skills	✓	
• Mental health and social services	✓	
• Care of cognitively impaired clients	✓	
• Basic restorative nursing services	✓	
• Residents' rights	✓	
• Students did not perform any patient services until after the primary instructor found the student to be competent	✓	
• Students only provided patient services under the supervision of a licensed nurse	✓	
• Your agency maintains a 75% pass rate of students on the competency evaluation (written and skills exam taken through the SD Healthcare Association).	✓	

3. **Submit Documentation to Support Requested Curriculum Changes:**

Name of Course (if applicable): \_\_\_\_\_

A variety of teaching methods may be utilized in achieving the classroom instruction such as independent study, video instruction, and online instruction.

- ☐ Submit reference list of teaching materials utilized (include name of book or resource, publisher, publication date, etc).

Submit documentation that supports requirements listed in ARSD 44:04:18:15, including:

- ☐ Behaviorally stated objectives with measurable performance criteria for each unit of curriculum
- ☐ Curriculum, objectives and agenda documenting the requirements for the minimum 75 hour course as follows:
  - ☐ A minimum of 16 hours of instruction prior to student having direct patient contact; the 16 hours must include:
    - ☐ Communication and interpersonal skills, infection control, safety/emergency procedures, promoting residents' independence, respecting residents' rights.
  - ☐ A minimum of 16 hours of supervised practical instruction with enough instructors to ensure safe and effective care; the instructor ratio may not exceed eight students for one instructor.
  - ☐ Instruction in each of the following content areas (see ARSD 44:04:18:15 for more detail):
    - ☐ Basic nursing skills (including documentation) including: vital signs; height and weight; client environment needs; recognizing abnormal changes in body functioning and the importance of reporting such changes to a supervisor; and caring for dying clients;
    - ☐ Personal care skills, including: bathing; grooming, including mouth care; dressing; toileting; assisting with eating and hydration; feeding techniques; skin care; and transfers, positioning, and turning;



**South Dakota Board of Nursing**  
South Dakota Department of Health  
722 Main Street, Suite 3; Spearfish, SD 57783  
(605) 642-1388; Fax: (605) 642-1389; www.state.sd.us/doh/nursing

- ☐ Mental health and social services, including: responding appropriately to behaviors; awareness of developmental tasks associated with aging process; respecting personal choices and preserving client dignity, and recognizing sources of emotional support;
- ☐ Care of cognitively impaired clients, including: communication and techniques for addressing unique needs and behaviors;
- ☐ Basic restorative nursing services, including: self-care; use of assistive devices in transferring; ambulation, eating, and dressing; range of motion; turning and positioning in bed and chair; bowel and bladder care and training; and care and use of prosthetic and orthotic devices;
- ☐ Residents' rights, including: privacy and confidentiality; self-determination; reporting grievances and disputes; participating in groups and activities; security of personal possessions; promoting an environment free from abuse, mistreatment, and neglect and requirement to report; avoiding restraints.

Program Coordinator Signature: Carol Olson Date: 2/27/2012

**This section to be completed by the South Dakota Board of Nursing**

Date Application Received: <u>2/28/12</u>	Date Application Denied:
Date Approved: <u>3/16/12</u>	Reason for Denial:
Expiration Date of Approval: <u>March 2014</u>	
Board Representative: <u>Stethin</u>	
Date Notice Sent to Institution: <u>3/6/12</u>	

October 20, 2011



February 27th, 2012

Carol Olson, RN  
Golden Living Center of  
Clark, Lake Norden, Milbank, Watertown  
415 4th Ave. NE  
Watertown, SD 57201  
phone (605)886-8431

I, Carol Olson, RN, am the Primary Instructor and the Program Coordinator for all four buildings listed above. We continue to use the **American Red Cross Nurse Assistant Training** for our Program. Addresses for the buildings are listed below:

Golden Living Center -Clark  
201 NW 8th Ave  
Clark, SD 57225  
phone (605)532-3431

Golden Living Center- Lake Norden  
803 Park Street  
Lake Norden, SD 57248  
phone (605)785-3654

Golden Living Center-Milbank  
1103 S. Second Street  
Milbank, SD 57252  
phone (605)432-4556

Golden Living Center-Watertown  
415 4th Ave. NE  
Watertown, SD 57201  
phone (605)886-8431

The majority of the classes are done in Watertown along with the initial 16 hours prior to students having direct contact with patients. Floor training (supervised practical instruction) then most often is done in the buildings the students will be working in. This is related to being most efficient with my time as an instructor.

Supplemental Personnel & Credentials	State	Number	Expiration Date
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Waneta K. Arbach	SD	R033904	07/05/2012 <i>SD</i>
Kelly Rae Alexander	SD	R037587	02/03/2014 <i>SD</i>
Anne Elizabeth Ferguson <i>Kriese</i>	SD	R020783	08/10/2012 <i>SD</i>
Gail J. Clayton	SD	P006349	07/21/2012 <i>SD</i>
Julie A. Cotten	SD	R106539	11/10/2013 <i>SD</i>
Jean M. Rodell	SD	P005042	12/02/2012 <i>SD</i>

*Verif.  
3/6/12  
J. H. H.*

***Golden LivingCenter  
Nurse Aide Training Program***

**Program Coordinator**

Carol Olson, RN, 7 years Charge Nurse and included duties as CNA instructor & Infection Control for a time at Beverly Health Care Clark; 3 years RN Charge Nurse and CNA Instructor Prairie Lakes Care Center; 4 years RN Charge Nurse at Bryant Care Center became Test Proctor in 2006; June 2007 returned to Golden LivingCenter (formerly Prairie Lakes Care Center) currently Test Proctor and Director of Clinical Education

**Program Instructors**

**Primary Instructor**

Carol Olson, RN, Golden LivingCenter  
Started Long Term Care in 1993, American Red Cross Instructor  
Foundations for Care Giving 10-2-95

**Work History for Kelly Alexander RN**

Worked as CNA at Golden Living Center Lake Norden also as Medication Aide in Castlewood SD before becoming LPN for Golden Living Center Lake Norden in Feb. of 2008. Worked as LPN until 10/30/08 when became RN and continues to work as RN Charge Nurse at Lake Norden Golden Living Center at this time.

See attached license.

**Work History for Waneta Arbach RN**

Has worked since September of 2004 as RN Charge Nurse at Lake Norden Golden Living Center. Prior to that worked in Med/Surg in Alaska 2001 to 2004 at Central Peninsula General Hospital of Soldotna, Alaska.

See attached license.

Gail Clayton LPN has worked at Golden Living Center Clark since 12/26/1988. She has worked as a charge nurse/ staff nurse.

See attached nursing license.

**Work History for Julie Cotten RN**

She has worked in Long term care since 1981. She has worked as RN-Charge Nurse, Treatment Nurse, Infection Control and also was the CNA instructor here at Clark Golden Living for 6 years.

See attached license.

**Work History for Jean Rodell LPN**

She has worked as LPN since 1979. Worked in Nursing Homes last 20 years. Has worked as charge nurse, staff nurse, and treatment nurse positions. Has assisted with CNA classes in the past.

See attached license.

**Work history for Anne Elizabeth Ferguson.**

Became a RN in 1984 and is current. Long term care experience 4+ years at nursing home. 21 years in home health. Train the Trainer through U.S.A.R in 2002. Worked in Jenkins Living Center 11/10 to 07/11 as part time trainer. Currently works @Golden Living Center in Clark 7/11 to current as RN Assessment Coordinator.

See attached nursing license.